

CORPORATE OVERVIEW AND SCRUTINY

Who are we?

The Corporate Overview and Scrutiny Committee is made up of 11 Members (reflecting the Council's political balance) who manage the functions of the Committee (as detailed within the Constitution of the Council- also see the *how we do it* section below). The meeting dates and report deadline dates are as follows:

<u>Name of Committee</u>	<u>Final Reports Deadline</u>	<u>Agenda Publication Deadline</u>	<u>Date of meeting</u>
Corporate Overview and Scrutiny Committee	Thursday, 2nd June, 2017	Monday, 6th June, 2017	Tuesday, 14th June, 2017
Corporate Overview and Scrutiny Committee	Thursday, 6th July, 2017	Monday, 10th July, 2017	Tuesday, 18th July, 2017
Corporate Overview and Scrutiny Committee	Thursday, 5th October, 2017	Monday, 9th October, 2017	Tuesday, 17th October, 2017
Corporate Overview and Scrutiny Committee	Thursday, 9th November, 2017	Monday, 13th November, 2017	Tuesday, 21st November, 2017
Corporate Overview and Scrutiny Committee	Thursday, 11th January, 2018	Monday, 15th January, 2018	Tuesday, 23rd January, 2018
Budget Corporate Overview and Scrutiny Committee	Thursday, 1st February, 2018	Monday, 5th February, 2018	Tuesday, 13th February, 2018
Corporate Overview and Scrutiny Committee	Thursday, 8th March, 2018	Monday, 12th March, 2018	Tuesday, 20th March, 2018

What we do

The Committee's primary role is to hold the executive to account by way of undertaking policy and budget development reviews as well as questioning/challenging the judgement and decisions making of the Executive, Members, Portfolio Holders and Senior Officers. The Committee's work is also supported by the study groups it commissions and monitors.

How we do it

The functions of the Corporate Overview and Scrutiny Committee are:

- Develop a work programme detailing the objectives, timetable and methodology.
- Responsible Committee for scrutiny of Townships generally; corporate service development and delivery; for scrutiny of partnerships or key contractors (e.g. Agilysis); corporate performance monitoring; corporate financial monitoring and the annual budget development consultation, and for overview of the respective Portfolio Holders and Directors.

- Respond to consultation by Cabinet on relevant policy development and the annual budget proposals.
- Scrutinise the in-year performance of Council Services and other appropriate bodies, in accordance with the Council's Performance Management Framework and against approved Directorate Plans, where appropriate.
- Scrutinise in-year budget performance.
- Instigate the appropriate action in response to adverse service performance.
- Scrutinise inspection reports and associated action plans produced by external agencies (where appropriate to this Committee).
- Review and scrutinise executive decisions in accordance with the Council's Constitution, which have been called-in by Members of the Council.
- Receive reports, where appropriate, from the Council's representatives on outside bodies, and to direct representatives to report to the Council, where appropriate.
- Commission, scope and oversee studies and reviews relating to Council Services and issues directly affecting the Borough and, where appropriate, to make recommendations to the Cabinet arising from such studies and reviews.
- Consider annual Service Plans in line with Council Policy (Part 4E - Constitution of the Council).

APPENDIX

CORPORATE OVERVIEW AND SCRUTINY COMMITTEE – MEETINGS IN 2017/18

14th June 2017

Work Programme	To consider the Committee's Work Programme for 2016/17
Call-in/Member items/other referrals	
Directorate Plan Updates (4 th Quarter 2016/17) <ul style="list-style-type: none">• Resources Directorate• Neighbourhoods (Corporate Services) Directorate	Performance management and monitoring
Place Branding - Presentation	Committee request
Revenue Finance Outturn Report 2016/17	Financial scrutiny
Capital Finance Outturn Report 2016/17	Financial scrutiny
Savings outturn Report 2016/17	Financial scrutiny
Collection Fund Outturn Report 2016/17	Financial scrutiny
Delegated Approvals 2016/17	Financial scrutiny
Notes of Health Related Absence meeting (9 th March 2017)	For information
GMCA/AGMA Scrutiny Pool - minutes	For information

18th July 2017

Work Programme	To note the Committee's Work Programme for 2016/2017
Call-in/Member items/other referrals	
Directorate Plans 2017/18	Performance management and monitoring
Presentation – Agilisys (presentation highlighting KPI's)	Performance management and monitoring
Performance Monitoring (4 th Quarter 2016/17) – including: <ul style="list-style-type: none">• Corporate Complaints• Health related Absences	Policy Framework
Presentation – Revenues and benefits Service	Member's request - for information
Budget 2018/19 to 2020/21 Guidelines, Timetable and Public Engagement	A presentation outlining procedures for the development of the Council's budgetary process
Cyber Security	Presentation on the Council's cyber security strategy
Asset Strategy – Progress Report	Update on the Borough's Asset Strategy programme approved in

	March 2016
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17th October 2017

Work Programme 2016/2017	To note the Committee's Work Programme for 2016/2017
Call-in/Member items/other referrals	
Local Government Ombudsman: Annual Review 2016/17	Performance monitoring and management
Proposed Local Positive Recruitment Criteria Policy	Consultation on policy proposals
Welfare Reform 2016	Presentation on proposals
Financial Update Report 2017/18	Financial scrutiny
Collection Fund 2017/18	Financial scrutiny
Medium Term Financial Strategy 2018/19 – 2022/23	Financial scrutiny
Revenue Budget Update 2018/19 to 2020/21 and Savings Programme 2018/19 – 2020/21	Financial scrutiny
Discretionary Fees and Charges 2018/19	Financial scrutiny
Capital Programme 2018/19 to 2020/21	Financial scrutiny
Savings Programme 2018/19 – 2020/21 – Workforce related proposals	Financial scrutiny
GMCA/AGMA Scrutiny Pool - Minutes	

21st November 2017

Work Programme 2016/17	To note the Committee's Work Programme for 2016/2017
Call-in/Member items/other referrals	
<ul style="list-style-type: none"> • Directorate Plan Update: 1st & 2nd Quarters – 2017/18 (April – September) • Resources Directorate • Neighbourhoods (Corporate Services) Directorate 	Performance monitoring and management
Performance Monitoring: 1 st and 2 nd Quarters 2017/18 (April – September) <ul style="list-style-type: none"> • Corporate Complaints • Health related absences 	Performance monitoring and management
Budget Monitoring : <ul style="list-style-type: none"> • Financial Update 2017/18 • Collection fund Update 2017/18 	Financial scrutiny
Local Government Ombudsman's	Performance management and

Annual Review 2015/16	monitoring
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28th January 2018

Work Programme	To note the Committee's Work Programme for 2016/2017
Call-in/Member items/other referrals	
Directorate Plan Update reports <ul style="list-style-type: none"> Resources Directorate Neighbourhoods (Corporate Services) Directorate 	Performance monitoring and management
Budget Monitoring : <ul style="list-style-type: none"> Financial Update 2017/18 Collection fund Update 2017/18 	
Presentation – Agilisys (presentation highlighting KPI's)	Performance monitoring and management
Presentation of the final report of the Absence Management Study Group	Scrutiny of the Study Group's recommendations
GMCA/AGMA Scrutiny Pool - Minutes	

13th February 2018 (Budget Scrutiny meeting)

Work Programme	To note the Committee's Work Programme for 2016/2017
Call-in/Member items/other referrals	
Council Tax – Discount for Foster Carers	Budget development
Medium Term Financial Strategy 2017/18 – 2020/21	Budget Scrutiny
Treasury Management Strategy	Budget Scrutiny
Corporate Debt Strategy	Budget Scrutiny
Local Government Act 2003 (a statutory report on the robustness of the budget)	Budget Scrutiny
Revenue and Capital Budgets and Council Tax 2017/18	Budget Scrutiny
GMCA/AGMA Scrutiny Pool – Minutes	for information

20th March 2018

Work Programme	To note the Committee's Work Programme for 2016/2017
Call-in/Member items/other referrals	
Directorate Plan Update reports <ul style="list-style-type: none"> Resources Directorate Neighbourhoods (Corporate Services) Directorate 	Performance monitoring and management
Performance Monitoring :	Performance monitoring and

<ul style="list-style-type: none"> • Corporate Sickness Absences Corporate Complaints 	management
Budget Monitoring: <ul style="list-style-type: none"> • Financial Update 2017/18 Collection fund Update 2017/18	Financial scrutiny
GMCA/AGMA Scrutiny Pool – Minutes	

Issues to be scheduled:

1. Insurance Claims: an annual report covering insurance claims will be presented to the Committee in the autumn of 2018, to align with the insurance annual cycle (September – September)
2. ICT Development Strategy – due in Spring 2018
3. Communications Strategy – due in Spring 2018
4. Homelessness Study Group – ongoing
5. Absence Management Study Group – final report due to the Committee in January 2018